



INSTRUCTIONS FOR POSTING OF NOTICES AND SUPPLEMENTAL PUBLIC NOTICE PROCEDURES FOR Specific Plans and Amendments, Tentative Maps, Tentative Parcel Maps, Zone Reclassifications, Major Use Permits and Modifications and Minor Use Permits

Board of Supervisors Policy I-49 sets forth the policy with regard to special notification requirements for certain applications. Applicants shall use the following guidelines when posting notices of permit applications. Failure to post or comply with the guidelines may delay processing of your project or delay the public hearing.

1. The applicant is responsible for the initial posting of the notices and assuring that the notices stay posted until the eleventh day after final action is taken on the permit application, at which time the applicant shall remove the notices.
2. Notice shall be posted within ten (10) days of payment of the application fees. Applicants shall use DPLU Form No. 319 (Public Notice) which will be provided at the time of application submittal. **(Note: Posting not required for Tentative Parcel Maps.)**
3. Posting Project Site: Notice shall be posted in a conspicuous location that is visible from the street, if possible, and at major access points into the project site. This may require multiple notices depending on the size and location of the site.
4. Off-Site Posting:
(a) Residents of all apartment buildings within 300 feet of the project site shall be notified of the proposed project. If, pursuant to paragraph 3 of DPLU Form No. 515, **“PUBLIC NOTICE PROCEDURE”** (included with the application package), the notice area was expanded beyond 300 feet, then the residents of the nearest three (3) apartment buildings within one-half (1/2) mile of the project site must also be notified. Such notice shall be by posting in a conspicuous area approved by the management of the apartment building such as a recreation area or laundry room. The posted notice shall include information as to the nature and location of the proposed project and a telephone number where interested parties may call for additional information.

4. **(b)** Residents of all mobilehome parks within 300 feet of the project site, and, where applicable (same as (a) above), within one-half (1/2) mile of the project site, **shall receive mailed notice of the proposed project.** By certified mail, the applicant shall request the mobilehome park owner(s) to provide a copy of the list of names and mailing addresses of the residents of said mobilehome park. The mailing list shall be included in the 300 foot radius mailing list required by existing regulations. In the event the mailing list is not provided by the park's owner(s), the applicant shall submit a copy of the denial of said request and shall post a notice of the proposed project in a conspicuous area in the same manner as described in (a) above.

This requirement may be waived by the Director of Planning and Land Use if it is determined that there has been an unreasonable delay or other similar circumstance on the part of the park owner, through no fault of the applicant.

5. A certification statement, DPLU Form No. 299, shall be completed and signed by the applicant indicating that the notice(s) will be posted. The certification shall list by Assessor Parcel Number all properties which are required to be posted. If posting cannot be accomplished for any listed property, the applicant shall notify the project manager within ten (10) days.